

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

SECTION CHIEF, CIVIL RIGHTS AND EMPLOYMENT LITIGATION SECTION

Attorney responsible for supervision of nine attorney positions, four paralegal and three support staff positions, in addition to handling a reduced case load. Reports to Chief Counsel for Litigation. Duties include:

- Assign cases, oversee litigation strategy and otherwise supervise the defense of civil rights and employment cases.
- Review and approve requests for settlement authority and direct negotiation.
- Monitor and improve systems for the routine processing of cases within the section.
- Recruit, interview, train and supervise attorneys and paralegals. Review personnel issues. Review and approve leave requests, work schedules, time sheets, travel authorizations.
- Act as liaison with courts and their staff on questions of case management and compliance with local rules.
- Advise and consult with client agencies regarding litigation, especially Department of Correction, Indiana State Police, Department of Labor.
- Review pending legislation and proposed rules affecting litigation.
- Determine whether Attorney General will bring suit on behalf of Department of Labor claiming discrimination against employees who bring IOSHA safety complaints.
- Handle a reduced workload of cases (see Job Description, Attorney, Civil Rights and Employment Litigation Section).
- Perform other legal and administrative tasks at the direction of the Attorney General.

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